



**OREGON LIQUOR & CANNABIS COMMISSION**  
**Change of Information Application**

- This form must be signed by a licensee or authorized representative ([see below](#))
- After completion email the form to [olcc.liquorlicenseapplication@oregon.gov](mailto:olcc.liquorlicenseapplication@oregon.gov)

**Section 1 – Licensee Information**

<b>Date of Request(s):</b>		<b>License #:</b>		<b>License Type:</b>	
<b>Licensee of Record Name:</b>					
<b>Trade Name:</b>					
<b>Premises Address:</b>					
<b>Contact Phone Number:</b>		<b>Contact Email:</b>			

**Section 2 – Changes Requested**

**Remove Licensee of Record:** Attach a copy of the legal document(s) or letter of resignation signed by the removed party, showing the party will no longer be listed as a licensee of record.  
 Name of Removed Licensee of Record: \_\_\_\_\_

**Legal Name:** Provide legal documentation of the name change.  
 Prior Name: \_\_\_\_\_ New Name: \_\_\_\_\_

**Legal Entity Name:** Complete and attach an updated [LLC](#) or [Corporation](#) Questionnaire & [Real Property Attestation](#) form.  
 Prior Name: \_\_\_\_\_ New Name: \_\_\_\_\_

**Mailing Address (if changing)** (You cannot change your premises address using this form)  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Server Education Designee**  
 Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ ASE Exam Pass Date: \_\_\_\_\_

**Trade Name**  
 Prior Trade Name: \_\_\_\_\_ New Trade Name: \_\_\_\_\_

**Lesser Privilege: FCOM to Limited or Off and Limited to Off Only**  
 Complete and attach the [LESSER PRIVILEGE](#) statement form.

If you are changing locations and need to move your business, you **MUST** apply for New Outlet application

**Section 3 – Acknowledgement and Signature**

I understand that if my answers are not true and complete, the Oregon Liquor and Cannabis Commission may refuse to process this change of information application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Licensee Authorized Representative(s):** In order to make changes to a license or to receive information about a license by someone other than the applicant/licensee, Licensee must:

- Complete the [Authorized Representative 7](#) and submit with this form.